

**Protection and Advocacy for Individuals with Mental Illness  
(PAIMI) Advisory Council Meeting  
May 12, 2005  
Virginia Department of Forestry  
Charlottesville, Virginia**

**Members Present:** Scott DuVal, Lisa DuVal, Chris Harrison, Irene Rebholz, Philip Marsteller, Lisa Ritchie, Terry Grimes, Mark Lester, and Margaret Walsh.

**Members Absent:** Byron Stith, Victoria Huber, Vicky Fisher, and Christine Poole.

**Staff Present:** Colleen Miller, Sherry Confer, Dee Vance and Kristen Cooper.

**Guest Present:** Mark Stevens.

**Call to Order:** Chris Harrison, the Chair, called the meeting to order at 10:15 A.M.

**Welcome and Introductions:** Mr. Harrison welcomed the Council and everyone present to The Department of Forestry, in Charlottesville, Virginia. Following the welcome, Council members, staff and guests introduced themselves to one another.

**Public Comment:** There was no public comment offered.

**Minutes:** The Council voted on the approval of the February meeting minutes. Ms. Rebholz made a MOTION to approve the minutes from the meeting on February 10, 2005 with the correction of the second sentence in the first paragraph on page two. The sentence was corrected to say, "Each member will be invited to join a committee and is requested to submit their choice by the next meeting." Lisa Ritchie seconded the MOTION and it carried unanimously.

**Human Rights Discussion:** Kristen Cooper, VOPA Staff Attorney, facilitated a discussion on human rights and time outs. Ms. Cooper sits on the Seclusion and Restraint Sub-Committee of the Human Rights Regulations Advisory Committee. This committee was coordinated by the Department of Mental Health Mental Retardation and Substance Abuse Services (DMHMRSAS). The committee is in the process of reviewing the regulations for time outs, seclusion and restraints. During her discussion, Ms. Cooper received many recommendations from the Council. The recommendations were recorded and will be taken back to the next scheduled sub-committee meeting for discussion. The Council was given the opportunity to submit recommendations and or comments after the meeting. Ms. Confer agreed to accept the comments and forward them to the sub-committee.

<b>Travel Voucher Training:</b>	Dee Vance, Outreach Advocate, conducted training on the state's travel expense reimbursement process. Ms. Vance explained the purpose of the travel voucher. Then she explained and demonstrated how to fill out a travel voucher. Following the demonstration, she answered questions from the Council...
<b>Lunch:</b>	The meeting adjourned for lunch at 11:50 A.M.
<b>Board Report:</b>	The meeting reconvened from lunch at 12:20 P.M. Ms. Miller, VOPA Executive Director, gave the Board report in Maureen Hollowell's, Board Chair, absence. Ms. Miller briefly summarized the following discussions from the Board meeting, which was held on Tuesday April 26, 2005 in Virginia Beach: the Board retreat, the Ombudsman Program, Council's input on the FY 06 Goals and Focus Areas, changes in the Freedom of Information Act, VOPA's budget, and VOPA Board committees. After Ms. Miller's discussion, she explained the different Board committees and accepted volunteers for the different committees.
<b>VOPA Financial Reporting Introduction/Overview:</b>	Ms. Miller explained and reviewed VOPA's financial reports and each grant from which VOPA receives funding. These reports were the "revenue and expenditure" report, the Grant Carryover report, the Cash Balance report, and the State Appropriations report.
<b>VOPA'S Current Focus Areas:</b>	Next, Ms. Confer lead the discussion on VOPA's focus areas. She conveyed to the Council that the Board approved the FY 06 Goals and today their task would include a discussion of the Focus Areas for FY 06. Council discussed the Focus Areas under each Goal and made recommendations on whether to keep the current Focus Areas or add new Focus Areas.
<b>Executive Director's Update:</b>	Following the discussion on VOPA's FY 06 Focus Areas, Ms. Miller began her Executive Director's update. She started her update by opening the floor to questions, from the Council, on all the reports. She answered all questions from the Council and then gave highlights of each report. Ms. Miller ended her discussion with an announcement that VOPA will under go a PAIMI review in August.
<b>Other Business:</b>	The Council interviewed Mr. Stevens, an interested PAIMI Advisory candidate. He was given a chance to tell the Council about himself and explain why he wanted to become a member of the PAIMI Advisory Council. After the discussions, Mr. Lester made a MOTION to recommend Mark Stevens to the Board to become a member of the PAIMI Advisory Council. Scott DuVal seconded the MOTION and it carried unanimously.

**Announcements:**

Dee Vance, Outreach Advocate, gave the Council some brief announcements. After her announcements, she presented the Council with a presentation and a volunteer recognition bag in their honor for National Volunteer Week.

**Adjournment:**

There being no further business before them, the meeting adjourned at 2:45 P.M.

**MINUTES ACCEPTED:**

\_\_\_\_\_ *August 11, 2005*